

Resort Village of Elk Ridge  
Meeting Agenda  
February 8<sup>th</sup>, 2022 at 3:00 p.m. – Regular Council Meeting -White Tail Room

1. **Call to Order** – The Mayor called the meeting of Council to order.

2. **Delegations:**

2.1 Page 3 - Clint Austin Re: Elk Ridge Utility

3. **Approval of Agenda:**

MOTION: That the agenda for this meeting be approved as presented.

4. **Public Hearings:** None

5. **Reading of Bylaws:** None

6. **Adoption of Minutes:**

6.1 Page 4– Minutes of the January 19<sup>th</sup>, 2022 meeting.

MOTION: That the Minutes of the January 19<sup>th</sup>, 2022 Meeting be approved as presented.

7. **Business Arising from Minutes:**

7.1 Page 9– Auditing Services

8. **Action/Motion Items:**

8.1 Page 10 - Group Benefits

9. **Administration Reports:**

9.1 Page 14 - CAO Report and Updates-

TSS Funding Proposed Motion: That Council grant prebudget approval of approximately \$6,359.38 for the Land Use Proposal by Jim Wallace.

10. **Accounts for Payment:**

11. **Financial Statements:**

11.1 Page 15– Financial Statement for January, Bank Reconciliation and List of Accounts

12. **Council Divisional Reports:** N/A

13. **New Business**

14. **Incamera:** N/A

**15. Correspondence:**

**16. Other Business:**

**17. Adjournment**

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**From:** Clint Austin  
**Sent:** January 13, 2022 6:31 PM  
**To:** infoelkridge@sasktel.net  
**Cc:** 'Heather Scott'; Dennis Paddock; Mckay.elkridge@sasktel.net  
**Subject:** Elk Ridge Utility: Offer to Brief Resort Village (Planning and Development)

Dear Mayor and Council,

One of the key items on the Utility Leadership Succession Plan was to transfer my knowledge to the new Utility President, Dennis Paddock, as well as the new Mayor and Council on what I learned about the synergies and amalgamation of the Utility into the resort village.

If this is of interest to council as a matter of information for future planning or planning committees, Dennis and I will make ourselves available for your agenda.

I do have some pre-reads and recommendations I plan to send, including the original letter I submitted to Minister McMorris on the matter for consideration in the decision to grant Resort Village status.

If this is of interest to you, I will forward this information in a follow up email.

Sincerely,

Clint Austin  
Director and former President and GM Elk Ridge Utility [REDACTED]

Resort Village of Elk Ridge  
Meeting Minutes  
January 19<sup>th</sup>, 2022 – First Meeting of Council

A Regular Meeting of Council of the Resort Village of Elk Ridge was held in the White Tail Room at the Elk Ridge Golf Resort on January 19<sup>th</sup>, 2022.

Present: Mayor Garry McKay  
Councillor Ryan Danberg (*via teams meeting*)  
Councillor Trudy Engel  
Councillor Ross Hewett (*via teams meeting*)  
Councillor Margaret Smith-Windsor

Heather Scott, CAO

18. **Call to Order** – With a quorum being present, Mayor Garry McKay called the meeting to order at 3:03 p.m.

19. **Delegations:** Clint Austin Re: Elk Ridge Utility

Administrator’s Note: Clint Austin was not able to attend this meeting and has requested to be moved to the February Agenda.

20. **Approval of Agenda:**

15-2022 **ENGEL:** That the agenda for this meeting be approved as presented.

**CARRIED**

21. **Public Hearings:** None

22. **Reading of Bylaws:** None

23. **Adoption of Minutes:**

6.1 Minutes of the January 8<sup>th</sup>, 2022 meeting.

16-2022 **SMITH-WINDSOR:**

That the Minutes of the January 8<sup>th</sup>, 2022 meeting be approved as presented.

**CARRIED**

**24. Business Arising from Minutes:**

7.1 – Auditing Services

**17-2022 DANBERG:**

That Council table Agenda Item 7.1 Auditing Services to the next regular meeting of Council due to pending receipt of quotes. **CARRIED**

**25. Action/Motion Items:**

8.1 UMAAS Membership

**18-2022 SMITH-WINDSOR:**

That Council approve the Administrator’s 2022 Urban Municipal Administrators Association of Saskatchewan (UMAAS) Membership costs of \$220.00. **CARRIED**

8.2 NCSWM Membership

**19-2022 SMITH-WINDSOR:**

That Council direct administration to apply for membership to the NCSWMC. **CARRIED**

**26. Administration Reports:**

9.1 CAO Report and Updates

**20-2022 ENGEL:** That the CAO report for January 19,2022 be received and filed. **CARRIED**

**27. Accounts for Payment:** N/A

**28. Financial Statements:** N/A

**29. Council Divisional Reports:** N/A

**30. New Business**

13.1 Council Remuneration

**21-2022 ENGEL:**

That effective January 1, 2022, Council Remuneration, Meal and Travel Rates will be as follows:

Mayor \$150/month

Councilor \$100/month

To include:

- a. Regular Council meetings,
- b. Committee meetings,
- c. Infrastructure inspection(s),
- d. Dealing with rate payer concerns and requests,
- e. Other related duties pertaining to a functioning Resort Village.

**CARRIED**

**22-2022 DANBERG:**

Special meeting or convention rate of \$15.50/ hr if less than 8 hours and a maximum of \$125 for all day.

**CARRIED**

**23-2022 DANBERG:**

Mileage as per Canada Revenue Agency travel policy (travel time not reimbursed)

Meal rates set as per Saskatchewan Government:

Meals

- \$10.00 for breakfast
- \$15.40 for lunch
- \$20.90 for supper

**CARRIED**

13.2 Committee Appointments:

**24-2022 MCKAY:**

That an adhoc transition advisory committee be established to facilitate the transition of the District of Lakeland bylaws and policies to the Resort Village of Elk Ridge and that the committee consist of all members of council and the CAO and that all subcommittees may include members of the public.

**CARRIED**

13.3 Tax Incentives and Penalties Bylaw

**25-2022 SMITH-WINDSOR:**

That Bylaw 01-2022 a bylaw to Establish Property Tax Incentives and Penalties be introduced and read first time; this bylaw is for three readings.

**CARRIED**

**26-2022 ENGEL:**

That Bylaw 01-2022 a bylaw to Establish Property Tax Incentives and Penalties be now read a second time.

**CARRIED**

**27-2022 DANBERG:** That leave be granted for third reading of Bylaw 01-2022 a bylaw to Establish Property Tax Incentives and Penalties.

**UNANIMOUSLY CARRIED**

**28-2022 SMITH-WINDSOR:** That Bylaw 01-2022 a bylaw to Establish Property Tax Incentives and Penalties be now read a third time and adopted.

**CARRIED**

13.4 Agreements:

13.4.1 - Greenland Waste Cardboard Contract and Waste Disposal Bins:

**29-2022 ENGEL:**

That the recycling and waste removal contracts be tabled to a future meeting pending further information.

**CARRIED**

13.4.2 Garry Provencher

**20-2022 SMITH-WINDSOR:**

That the RV renew Gary Provencher's contract to manage the waste/recycling bins and surrounding areas and that his remuneration be raised to \$150 per month effective January 1, 2022 to December 31, 2022.

**CARRIED**

13.4.3 Source Environmental Corrosion Corp and Winter Road Maintenance Policy

**21-2022 SMITH-WINDSOR:**

That Council direct administration to enter into a contract for service with Source Environmental Collision Corp on behalf of the Resort Village of Elk Ridge for the remainder of the 2022 Winter Season at a rate of \$95/hr.

**CARRIED**

**22-2022 SMITH-WINDSOR:**

That Council approve and adopt the Winter Road Maintenance Policy.

**CARRIED**

13.5 - Payroll and Benefits

**23-2022 ENGEL:**

That Council designate the Mayor to review and approve CAO's monthly hours and expenses on behalf of the Resort Village of Elk Ridge Council.

**CARRIED**

**24-2022 ENGEL:**

That Council approve the purchase of a Munisoft supported payroll program for the Resort Village of Elk Ridge

**CARRIED**

**31. Incamera:** N/A

**32. Correspondence:**

**33. Other Business:**

**34. Adjournment:**

**25-2022 ENGEL:** That the meeting adjourn at 4:00 p.m.

**CARRIED**



# DECISION ITEM

<b>Subject</b>	2022 Auditing Services
<b>Council Meeting Date Presented:</b>	January 19, 2022
<b>Agenda Item:</b>	
<b>Prepared By:</b>	Heather Scott CAO

## BACKGROUND:

- Council directed administration to gather two quotes for auditing services for the 2022 year. One from the auditor used by the District of Lakeland, Grant Thornton LLP and one from another auditor.
- Administration received a quote from Grant Thornton and one from Meyers Norris Penny, both of which are based out of Prince Albert.
- Grant Thornton LLP has been the auditor for the District of Lakeland for the last number of years and will be doing their audit for 2021 which would include the Organized Hamlet of Elk Ridge. Their quote for 2022 for the Resort Village of Elk Ridge would be between \$5,500 and \$5,850. There is also a 7% administration fee (385 – 409.50) or any out of pocket expenses. The quote is also subject to PST and GST. The quote variance is to provide for file set up fees.
- Meyers Norris Penny provided a quote that was significantly higher than that of Grant Thornton. MNP set out their quote as follows:

Preparation & audit of financial statements & T2 -	\$15,000
Administration fee -	\$ 750
GST and PST -	<u>\$ 1,688</u>
TOTAL	\$17,438
- MNP also provided various hourly rates if we are to require any specialized consulting throughout the year not audit related.
- I can only assume that the vast difference between the two costs are because Grant Thornton has a better understanding of the scope of work in their capacity as the auditors for the District of Lakeland.
- These quotes do not include any out-of-pocket expenses.

## BUDGET & OTHER CONSIDERATIONS:

- Grant Thornton - \$6532.35 - \$6,947.99
- MNP - \$17,438.00

## RECOMMENDATION:

- That Council appoint Grant Thornton LLP as the auditors for the 2022 year.
- Grant Thornton is familiar with the history and work required to audit the financial records for the Resort Village of Elk Ridge.
- It would be beneficial to have continuity for the first year in business.

## PROPOSED MOTION:

- That Council accept the proposal of Grant Thornton LLP to auditing services for the 2022 year.

**Respectfully Submitted by: Heather Scott, CAO**

# DECISION ITEM

<b>Subject</b>	Group Insurance
<b>Council Meeting Date Presented:</b>	February 8, 2022
<b>Agenda Item:</b>	
<b>Prepared By:</b>	Heather Scott CAO

**BACKGROUND:**

- Administration has been working with SUMAssure to obtain a quote for ADD, life and health benefits.
- Scott Meager at SUMAssure has provided the attached information for costs.
- Council is similarly eligible to qualify for benefits, however, it has to be 100% participation to qualify.
- Council also has the option to opt for ADD and life and not health benefits if they have benefits from another plan. ADD and life insurance benefit deductible for Council is \$3.43 per Council member per month. Council can also chose to select certain coverage and omit others but the coverage must be less or equal to that of the employee.
- The amount payable by the employee varies by municipality. The District of Lakeland pays 100% of their employee’s deductible and 75% of Council’s portion.
- The RM of Paddockwood pays 50% of health and dental and 100% glasses, life and ADD; this is for staff and Council.

**BUDGET & OTHER CONSIDERATIONS:**

- 286.81 per month or \$3441.72 annually for CAO
- 17.15 per month or 205.80 annually for Council ADD & Life coverage
- If Council considers the option to pay a portion of employee benefits each month, it would amount to 43.28 vision, ADD & Life + 121.77 health and dental for a estimated annual total of \$1980.60 and 205.80 for all of Council ADD and life.
- Other costs for additional council coverage as set out in attached schedule from Scott Meger, SUMA account manager.

**RECOMMENDATION:**

- That Council consider paying a portion of the CAO benefits similar to the structure at the RM of Paddockwood or 50% health and dental and 100% glasses, life and ADD.
- That Council opt for Life and ADD and consider other health benefits if required.

**PROPOSED MOTION:**

1. coverage be added for all permanent employees and include the following benefits: Life Plan A, AD&D Plan A, Health Plan A, Dental Plan B, and Vision; and  
 That coverage be added for all of Council for Life Plan A and AD&D Plan A.  
 Coverage will be effective February 1, 2022.

2. (Optional) That the Council approve supplementing of health and dental benefits at 50% and glasses, life and ADD benefits at 100%.

**Respectfully Submitted by: Heather Scott, CAO**

Scott Meger  
 Group Benefits Manager  
 Saskatchewan Urban Municipalities Association

To provide coverage to elected officials, we must also provide coverage for your municipal staff. Benefits for officials must be equal or less than what the staff has. We would require 100% participation of all eligible employees and officials. Any employees/elected officials who have coverage for health, dental and or vision under another group benefit plan or their spouse's employer group plan, may choose to waive benefits that are duplicated. Alternatively, they may also choose to coordinate benefit and claim through both plans.

SUMA will require a signed resolution from the Resort Village of Elk Ridge Council which includes the following:

“That coverage be added for all permanent full time employees and include the following benefits (Benefits must be listed out EX - Life Plan A, AD&D Plan A, Health Plan A, Dental Plan B, and Vision.) Coverage will be effective Month, 01, 2022”

The earliest that this can be effective is the first of the month following the resolution.

Here is what I calculated for your based on the salary indicated.

<u>Carrier</u>	<u>Policy</u>	<u>Benefit</u>	<u>Volume</u>	<u>Quote 1 - Family</u>
IAP	335477	A.D.&D. 1.5 X ANN. SAL	58110	\$ 18.07
GWL	335477	DENTAL PLAN Plan B		\$ 121.84
GWL	335477	EXTENDED HEALTH Plan A		\$ 121.69
GWL	335477	LONG-TERM DIS. 66.7%-196-NON Plan D	NA	\$ -
GWL	335477	Short Term Dis 70% non Tax Plan B	NA	\$ -
GWL	335477	BASIC LIFE 1.5 X ANN. SAL	58110	\$ 0.98
SUMA		Vision		\$ 24.23
				<b>\$ 286.81</b>

For you council.

They would have to take the life insurance and AD&D, the cost for both would be \$3.53  
 The Health, Dental and Vision would depend on their family status. I Included the cost below.

**Health**

Plan A - single coverage	\$42.19
Plan A - couple coverage	\$80.77
Plan A - family coverage	\$121.69

**Dental**

Plan B - single coverage		\$43.18
Plan B - couple coverage		\$86.33
Plan B - family coverage		\$121.84

**Vision**

<u>Vision Care - single coverage</u>	\$7.83
- couple coverage	\$15.66
- family coverage	\$24.23

Some other points to note:

- o Totals may vary slightly due to rounding.
- o The quote outlines the current rates, any variation between the quote and the master rates the master rates will prevail.
- o Rates are guaranteed until December 31st. Rates renewal January 1st of each year.
- o Each employee must cover any eligible dependents. Coverage may be waived providing they are covered through another group benefits program.
- o Any cost sharing arrangement between the employee/municipality can be set up on your end.
- o Must have a membership with SUMA and be in good standings.
- o An administration fee is applied to each monthly bill

## Administrator Report – February 8, 2022

- Several bylaws that will be reviewed by members of the transition advisory committee have now been distributed and administration is working on getting the bylaws in word format to ease with proposed amendments.
- The Munisoft General Ledger and Accounts Payable have been set up on the desktop computer. The Tax program and accounts receivable were not able to be set up until the SAMA assessment file has been received. As of February 4<sup>th</sup>, 2022, confirmation was received that the file is ready. It is anticipated that these programs will be operational Tuesday.
- Easypay has been confirmed and should also be in operation by the end of February. Administration has made attempts to reach out to the representative for the North Central Saskatchewan Waste Management Corp. or NCSWMC. It was my understanding that they were having a board meeting at the end of January and would be discussing the Resort Village of Elk Ridge membership.
- The Resort Village of Elk Ridge in partnership with its member municipalities of the North Central Lakeland District Planning Commission has made application for Target Sector Funding. This funding will cover 75% of the total costs with the remainder being broken out amongst the member municipalities. The remaining share attributed to the Resort Village of Elk Ridge would be approximately \$6,359.38. Administration would like to request a motion of Council to grant prebudget approval for this expense.

RESORT VILLAGE OF ELK RIDGE  
Bank Reconciliation January 2022

<b>GL 110-110-120 – General Bank Account</b>		<b>\$345,348.72</b>
- Unposted deposits	\$9,137.49	
- Bank service fees	-\$9.25	
- Cheque #7 clearing	-\$1519.94	

<b>Adjusted General Ledger Balance:</b>	<b>\$352,957.02</b>
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<b>Bank Account Balance at January 31, 2022</b>		<b>\$343,819.53</b>
- EFT in transit	\$9,137.49	

<b>Adjusted Bank Balance</b>	<b>\$352,957.02</b>
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Report Date  
2022-02-02 2:37 PM

**Resort Village of Elk Ridge**  
**Statement of Financial Activities - Summary**  
For the Period Ending February 28, 2022

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	Current	Year To Date	Budget	Variance	%
<b>Revenues</b>					
Taxation					
Fees and Charges					
Maintenance and Development Charges					
Utilities					
Grants					
Grants in Lieu of Taxes					
Capital Asset Proceeds					
Land Sales - Gain					
Investment Income and Commissions					
Other Revenues					
<b>Total Revenues:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Expenditures</b>					
General Government Services					
Protective Services					
Transportation Services					
Environmental Health Services					
Public Health and Welfare Services					
Planning and Development Services					
Recreation and Cultural Services					
Utilities					
<b>Total Expenditures:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Change in Net Financial Assets</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Change in Non-Financial Assets					
<b>Operating Surplus/Deficit (Chg in Net Asst)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Decrease in Amounts to be Recovered					
Long Term Debt Issued					
Long Term Debt Repaid					
Transfers					
Transfers In					
Transfers Out					
<b>Change in General Surplus</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Account Balances</b>					
	<b>Current</b>	<b>Year to Date</b>	<b>Balance</b>		
<b>Cash</b>					
110-110-050 - CASH					
110-110-110 - Cash - On Hand - Petty Ca					
110-110-120 - Cash - Bank - Demand		345,348.72	345,348.72		
110-110-130 - Cash - Bank - Term Depos					
110-110-140 - Cash - Special Savings					
110-110-150 - Cash - Other					
110-110-160 - Cash - Other					
110-110-171 - Cash - Other					
110-120-050 - TEMPORARY INVESTMEI					
110-120-100 - Short Term Investments					
<b>Total Cash:</b>	<b>0.00</b>	<b>345,348.72</b>	<b>345,348.72</b>		



Resort Village of Elk Ridge  
List of Accounts for Approval  
Batch: 2022-00002 to 2022-00003

Bank Code - Bank1 - Main Demand

MANUAL CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
1- Man 012022	2022-02-02	Sasktel 510-300-140 - GG - Utility - Tele	Account 03793142	264.34	264.34
10- Man Jan 14, 2022 Jan 14, 2022 Jan 14, 2022	2022-02-02	AON Canada Inc. - T57048C 900-110-110 - GST Paid 110-340-110 - GST Receivable 510-230-100 - GG - Cont. - Insu	GST Tax Code GST Tax Code	103.00 103.00 1,720.00	NL  1,823.00
11- Man Jan 2022 Jan 2022 Jan 2022	2022-02-02	UMAAS 900-110-110 - GST Paid 110-340-110 - GST Receivable 510-240-100 - GG - Cont. - Merr	GST Tax Code GST Tax Code UMAAS 2022 Membership	10.48 10.48 209.52	NL  220.00
12- Man Jan 25, 2022	2022-02-02	RMAA Workshop Fund 510-210-170 - GG - Admin. - Tr	Spring Workshop Mar 24, 2	150.00	150.00
13- Man 8300271 8300271 8300271	2022-02-02	De Lage Landen Financial 900-110-110 - GST Paid 110-340-110 - GST Receivable 510-280-100 - GG - Cont. - Post	Services Canada GST Tax Code GST Tax Code Canon Lease	4.11 4.11 87.10	NL  91.21
14- Man Jan 18-29	2022-02-02	Scott Heather 510-110-230 - GG - Salaries - A		1,063.89	1,063.89
15- Man Business Email Business Email Business Email	2022-02-02	Sasktel 900-110-110 - GST Paid 510-300-140 - GG - Utility - Tele 110-340-110 - GST Receivable	GST Tax Code GST Tax Code	5.90 125.03 5.90	NL  130.93
2- Man Jan 2022	2022-02-02	McKay Garry 510-110-140 - GG - Council - Inx	Jan2022	150.00	
3- Man Jan 2022	2022-02-02	Danberg Ryan 510-110-140 - GG - Council - Inx	Jan2022	100.00	
4- Man Jan 2022	2022-02-02	Engel Trudy 510-110-140 - GG - Council - Inx	Jan2022	100.00	
5- Man Jan 2022	2022-02-02	Hewett Ross 510-110-140 - GG - Council - Inx		100.00	
6- Man Jan 2022	2022-02-02	Smith-Windsor Margaret 510-110-140 - GG - Council - Inx	Jan2022	100.00	
7- Man Jan 2022	2022-02-02	Scott Heather 510-110-230 - GG - Salaries - A	Jan2022	1,519.94	1,519.94
8- Man 2021/22-05331 2021/22-05331 2021/22-05331	2022-02-02	Munisoft 900-110-110 - GST Paid 110-340-110 - GST Receivable 510-440-100 - GG - Maint. - Dat	GST Tax Code GST Tax Code	235.63 235.63 4,988.44	NL  5,224.07
9- Man 297 297 297	2022-02-02	Elk Ridge Resort 900-110-110 - GST Paid 110-340-110 - GST Receivable 510-490-110 - GG - Maint. - Off	GST Tax Code GST Tax Code Invoices 297 & 298	75.00 75.00 1,500.00	NL  1,575.00
Total Manual Cheque:					12,612.38

Date Printed  
2022-02-02 3:00 PM

Resort Village of Elk Ridge  
List of Accounts for Approval  
Batch: 2022-00002 to 2022-00003

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MANUAL CHEQUE

Payment #	Date	Vendor Name	GL Transaction Description	Detail Amount	Payment Amount
Invoice #		GL Account			

Total Bank1: 12,612.38

Certified Correct This January 31, 2022

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Mayor

\_\_\_\_\_  
Administrator